



# City Colleges of Chicago Harold Washington College



## Associate in Arts in Business Administration

### STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Required	Potential Credit
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### English Composition I (ENG 101) [EN024A]

3.00

(College credit by examination may apply. The CLEP General Examination with Essay is accepted at a score of 420 or above. Composition - Development of critical and analytical skills in writing and reading of expository prose. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Placement test, or Grade of C or better in English 100,)  
{DANTES Code = 11.07.00}

### English Composition II (ENG 102) [EN025A]

3.00

(College credit by examination may apply. The CLEP General Examination with Essay is accepted at a score of 420 or above. Composition - Continuation of English 101. Introduces methods of research and writing of investigative papers. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in English 101.)  
{DANTES Code = 11.07.00}

### Fundamentals of Speech Communication (SPCH 101) [CM001A]

3.00

(College credit by examination may apply. Fundamentals of Speech Communication - Theory and practice of oral communication; development of poise and confidence, delivery, and speech organization; public speaking practice; small group discussion, and development of standards of criticism. Writing assignments, as appropriate to the discipline, are part of the course.)  
{DANTES Code = 04.10.00}

### Humanities and Fine Arts

9.00

(Select from one of the below options:

#### Option 1

Choose one course from: Art 103; Fine Arts 104, 105, 107, 108, 109, or 110; Humanities 123, 203, 205, 207, 208; 210, 212 or 215; any Foreign Language class above 103; Literature 110-128, 150, 155, or 211; Music 101, 121, 122, 124, or 221; Philosophy 105-110, 201, or 202.

Humanities 201

Humanities 202

#### Option 2

Two courses, each chosen from a different category (A, B, C, or F)

- A. Humanities 208; Fine Arts 104 or 109; Fine Arts 110;
- B. Humanities 123, 212 or 215; Fine Arts 110; Music 101, 121, 122, 124, or 221;
- C. Humanities 210 or 215; Philosophy 105-110, 201, or 202;
- F. Any Foreign Language above 103.  
Humanities 201

#### Option 3

Two courses, each chosen from a different category (D, E or F)

- D. Literature 110-128, 150, 155 or 211; or Humanities 123, 203, 205, 207, or 212
- E. Art 103; Humanities 203 or 215; or Fine Arts 105, 107 or 108
- F. Any Foreign Language above 103  
Humanities 202

Visit the HWC website for a description of these courses.)

{DANTES Code = most 08.XX.XX series}

#### **General Course I (Social Science 101) 3.00**

(Introduction to the Scientific Study of Human Behavior – A survey of subject matter and concepts selected from the disciplines of anthropology, psychology, and sociology. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week.)

#### **General Course II - Intro to Scientific Study of Society (Social Science 102) 3.00**

(A survey of subject matter and concepts selected from the disciplines of economics, geography, history, and political science. Writing assignments, as appropriate to the discipline, are part of the course. 150 minutes per week.)

#### **Natural Sciences (including one lab course) 7.00**

(Biology: at least one course, chosen from Biology or Microbiology.  
Physical Sciences: at least one course, chosen from Astronomy, Chemistry, Geology, Physical Science, or Physics. Visit the HWC website for a complete listing and description of available courses.)  
{DANTES Code = see 16.13.00 or 16.99.00 or 16.XX.XX series}

#### **Principles of Economics II (ECON 202) [EC09SA] 3.00**

(College credit by examination may apply. Principles of Economics II - Covers micro or price analysis; includes the markets, production function, income distribution, and international trade. Writing assignments, as appropriate to the discipline, are part of the course.)  
{DANTES Code = 20.05.00}

#### **Introductory Statistics (MATH 125) 4.00**

(College credit by examination may apply. Introductory Statistics - Basic descriptive statistics including frequency distributions, mode, mean and standard deviation. Permutations, combinations, probability rules and Bayes' Theorem. Binomial and normal distributions. Basic inferential statistics including sampling theory, confidence intervals for means and

proportions, test of hypotheses. Chi-square distribution. Introduction to correlation and regression. Includes at least one hour per week using computers in statistical application. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Grade of C or better in Mathematics 112, or placement test.)

{DANTES Code = 14.09.00 or 14.09.06}

### **Introduction to Business (BUS 111)**

**3.00**

(Recommended concentration course for AA degree candidates. College credit by examination may apply. Introduction to Business - Survey of modern US business, analyzing organization and types of businesses, major business functions, business and the environment, roles played by business and consumers in the economy and various economic systems. Writing assignments, as appropriate to the discipline, are part of the course.)

{DANTES Code = 03.10.07}

### **Financial Accounting (BUS 181) [AC022A]**

**4.00**

(Recommended concentration course for AA degree candidates. College credit by examination may apply. Financial Accounting - This course presents accounting as an information system that produces summary financial statements, primarily for users external to a business or other enterprise. Students study the forms of business organization and the common transactions entered into by businesses. The emphasis is on understanding and applying basic accounting principles and other concepts that guide the reporting of the effect of transactions, and other economic events on the financial condition and operating results of a business. How to analyze and interpret historical financial statements as well, and the limitations of using these in making forward-looking business decisions are included. The primary content emphasis will be accounting for current assets and liabilities, long-term assets and liabilities, corporations' cash flow statements and financial statement analysis. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Credit in any one of the following courses: Business 100, Business 111, Business 141, or Mathematics 110 or higher, or concurrent enrollment in Business 141, or placement test.)

{DANTES Code = 03.01.00}

### **Managerial Accounting (BUS 182)**

**4.00**

(Recommended concentration course for AA degree candidates. College credit by examination may apply. Managerial Accounting - This course presents accounting as a system of producing information for use in internally managing a business. The course emphasizes the identification, accumulation and interpretation of information for planning, controlling and evaluating the performance of the separate components of a business. Included is the identification and measurement of the costs of producing goods or services and how to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions are included. Writing assignments, as appropriate to the discipline, are part of the course. Prerequisite: Business 181.)

{DANTES Code = 03.01.09}

**Business Law I or The Legal & Social Environment of Business (BUS 211/214) 3.00**

(Visit the HWC website for a description of these courses.)

**Introduction to Microcomputers (CIS 120) 3.00**

(Recommended concentration course for AA degree candidates. Fundamental concepts of computer information systems as applied to microcomputers in business and personal use; includes hands-on experience with a variety of microcomputer software. Writing assignments, as appropriate to the discipline, are part of the course.)

**Free Electives 7.00**

**Excess or Duplicate Credit**

**TOTAL ..... 62.00 0.00**

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.
- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.
- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: [www.soc.aascu.org](http://www.soc.aascu.org) should you wish to learn more about the course transfer guarantees among SOC network institutions.

**IMPORTANT NOTE:** When you are ready to seek admission into this degree program, please contact the USCG Institute at 1-405-954-7241. Your advisor will send the college or university an official U.S. Coast Guard Institute transcript, a copy of the degree plan, and a ready-for-signature SOC Student Agreement which, when signed by a college official, becomes a contract for degree completion committing the college or university to supporting you in your academic endeavors.

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source

colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

#### DEGREE PLAN LEGEND:

SH = Semester hours  
VOC = Vocational, not relative to an academic degree  
LL = Lower Level, i.e. courses at the Freshman/Sophomore level  
UL = Upper Level, i.e. courses at the Junior/Senior level  
GL = Graduate Level (sometimes recommended by ACE for very complex courses)  
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes\*  
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes \*\*

\* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

\*\* DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit [http://www.dantes.doded.mil/dantes\\_web/distancelearning/disc/front/cont.htm](http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm) Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

#### City Colleges of Chicago, Harold Washington College (CCC/HWC) General Information:

City Colleges of Chicago, Harold Washington College was founded in 1962 as Loop College, and was placed in the heart of the downtown business district to serve Chicago's business community through a broad spectrum of courses, two-year degrees, and certificate programs. Some of the academic programs that were offered during this period included business, data processing, and various course options within

the human services profession. In 1987, the college's name was changed to commemorate Chicago's late Mayor Harold Washington. From its beginning, this has been a comprehensive college, offering students the traditional transfer-oriented liberal arts and sciences curricula as well as career and vocational programs. Today's student body displays a diverse mix of cultures, backgrounds, purposes and academic interests.

The Center for Distance Learning (CDL) coordinates college-credit distance learning courses for the City Colleges of Chicago and is headquartered at Harold Washington College. CDL offers more than 90 college credit courses, including courses in business, computer science, economics, English, foreign language, geography, history, humanities, information technology, philosophy, political science, psychology, science, and sociology. Distance learning courses have the same prerequisites, as well as the same academic requirements and transferability, as traditional college credit courses. A student who completes a CDL course receives credit equivalent to the same course taught in the traditional classroom format.

Continuing education classes are approved by the Illinois Community College Board and carry Adult Education Units (AEU) of credit, which are applicable to a certificate (but not to an Associate Degree). HWC offers approved courses in business, general studies, adult basic education, and technical, occupational, health, and remedial program areas. A sampling of recent courses ranges across such areas as business, computer training, financial planning, fine arts, foreign languages, investments, management, medical training, music, phonics, photography, real estate, and sign language.

Harold Washington College is operated under the auspices of the Illinois Community College Board District 508. Harold Washington College is accredited by the Higher Learning Commission and is a member of the North Central Association.

Tuition per course: (Subject to change): For Chicago residents, the in-district rate is \$62.00 per credit hour; the out-of-district tuition rate is \$167.21 per credit hour, payable in addition to the in-district rate. The distance delivered courses is \$154.00 per credit hour, plus a \$50 tech fee per course. The online delivered courses is \$135.00 per credit hour. The military rate may vary if located at Fort Campbell, KY or Charleston SC.

In order to qualify for the listed Associate Degrees, the student must:

- I. Complete 60-79 semester hours. Only courses numbered 101 or higher (except for Chemistry 100) may be counted.
- II. Complete examinations for the Constitution of the United States and of the State of Illinois, the Code of the American Flag, and the Declaration of Independence. Waived for students who completed the test for Illinois high school graduation or a GED Certificate, or for students who have earned credit in History 111 or Political Science 201.
- III. Complete all courses for the General Education Core
- IV. Complete all general education and required core course work with a grade of "C" or better. Harold Washington College grades are on a four point scale: A=4, B=3, C=2, D=1.
- V. Select a major field and complete required core courses or elective courses. Specific degree programs vary
- VI. Earn at least 15 credit hours at Harold Washington College. Students applying

for certificates requiring fewer than 15 credit hours may not use any transfer credits to fulfill program requirements.

To discuss your next step toward earning this degree with CCC/HWC, contact:  
Program Coordinator: Professor Stewart Cohen, Business Department, Room 301-H,  
Phone #: (312) 553-5700  
City Colleges of Chicago  
30 East Lake Street  
Chicago IL 60601  
Phone: (312) 553-5600  
<http://hwashtington.ccc.edu/main.asp?section=pgms&navpage=proginfo>

POLICY NOTES:

The maximum amount of college level testing credit accepted by CCC/HWC is 45 semester hours. (Check with CCC/HWC counselors for acceptance of CLEP, DSST, or ECE examinations prior to taking each examination.)

Transfer credit accepted by CCC/HWC may include up to 45 semester hours of non-traditional credit (military credit or college level testing). An academic residency of 15 semester hours of this degree must be taken through CCC/HWC.

Evaluation completed by: Charles Morrison

On: 31 July 2007